

Alert #010: Teams Audio Conference (Dial-in) Services

MS 365
ALERT

010- February 01, 2022

TITLE:

MS Teams Audio Dial-in Conference Line
Services Enabled for Office 365 G3 Plans

State Employees with an Office 365 G3 Plan will be enabled with a MS Teams Audio Dial-in Conference Line # on February 4, 2022. (NOTE: You are not affected if you already have the MS Teams Audio Dial-in Conference Line Service. Your dial-in information and PIN will remain "as-is".)

What is a MS Teams Audio Conference Line?

The MS Teams audio conference line provides a dial-in phone number for you and your meeting attendees to use when unable to connect to a Teams meeting via the Teams app. Once this service is enabled:

– All Teams meetings that you organize (schedule), whether in the Teams app or via your Outlook calendar, will populate with an audio dial-in conference # and dynamic conference ID. Important note:

- The dial-in # and details will immediately populate when scheduling meetings via the Outlook calendar; vs.,
- When scheduling meetings via the Teams app, the dial-in # and details will populate after you send the meeting invite (i.e., you will not immediately see the information during scheduling).
- The Conference ID # is dynamically generated each time you schedule a meeting; therefore, you cannot copy, paste, or share dial-in conference # details to another meeting.
- YOU will ONLY need to use your PIN if you are joining by phone.** Attendees will be able to participate by phone even when you, the organizer, join via the Teams app.

ALERT:

ACTION:	<p style="text-align: center;">No Action is Required.</p> <p>You will receive a Welcome email 24 – 48 hours after your Office 365 account is enabled.</p> <p>Watch for an automated welcome email from Microsoft Audio Conferencing, <i>“Subject: You now have Audio Conferencing for Microsoft Teams...”</i> which will provide information regarding your dial-in and a unique PIN#.</p>	
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